

## Activity Overview:

Everyone knows that fast and efficient typists

rarely let their fingers leave the keyboard. Having to lift your hand to find the mouse, then point and click at an icon, only slows down typing speed. Becoming adept at using control key shortcuts will not only save time, but will increase your knowledge of the power of your word processor. In this activity, you will practice using shortcuts for common editing tasks in Word. Before you begin, review the table below, which lists common shortcut keys that can be used in Microsoft Word.

## New Skills Introduced:

In this activity, you will practice how to:

1. Use control keys for commonly used editing tasks.

## COMMON SHORTCUT KEYS THAT CAN BE USED IN MICROSOFT WORD:

To <b>bold</b> text	CTRL+B	To right align text	CTRL+R
To <i>italicize</i> text	CTRL+I	To left align text	CTRL+L
To <u>underline</u> text	CTRL+U	To centre align text	CTRL+E
To decrease font size	CTRL+[	To select text	SHIFT+ARROW KEYS
To increase font size	CTRL+]	To save a file	CTRL+S
To copy selected text	CTRL+C	To save-as a file	F12
To cut selected text	CTRL+X	To close a document	ALT+F4
To paste selected text	CTRL+V	To select all text	CTRL+A
To print (if the computer is connected to a printer)			CTRL+P

## Instructions:

1. Create a NEW document in Word
2. Insert a header: Name    Shortcut Keys    Date (replace Name and Date with your name and today's date)
3. Starting on the first line of the document, type responses to the statements provided below. Type one answer per line. Do NOT type the prompts or the preceding letters.
  - a. Your legal first and last name
  - b. Your nickname (the name you want Mrs. Cousar to call you)
  - c. Your parent(s) or guardian(s) name(s)
  - d. Your birth date
  - e. A career that interests you
  - f. One sentence explaining why you chose the career in 3e above
  - g. Your best friend's name
  - h. Your elementary school's name (if you attended more than one elementary school, list them)
  - i. Two of your hobbies (separated by the word "and")
  - j. One sentence explaining why IT class is interesting



## New Skill

4. Carefully proofread your document for spelling, grammar, and accuracy.
5. Save the document as SHORTCUTS to your IT9 folder on your desktop.
6. In the following steps, **select the text and make the changes using shortcut keys only**:
  - a. Bold your name
  - b. Italicize your nickname
  - c. Bold and italicize your parent(s)/guardian(s) name(s)
  - d. Underline your birthdate
  - e. Decrease the font size of the career that interests you by 2 points
  - f. Increase the font size of the sentence explaining your career choice to 24 point
  - g. Centre align your best friend's name
  - h. Right align your elementary school(s) name(s)
  - i. Copy your hobbies and paste them two times at the end of this list (on separate lines)
  - j. Cut the sentence explaining why IT is interesting and paste it below your first and last name.
7. Carefully proofread the document for spelling, grammar, and accuracy.
8. Resave the document.
9. Submit the document to Mrs. Cousar by email with the subject line: Shortcuts ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)